



# Job Opportunity

## State Controller's Office

**Position:** Associate Accounting Analyst - Limited Term | Statewide

**Location:** Accounting and Reporting  
3301 C Street, Suite 500, Sacramento, CA 95816

**Issue Date:** 09/14/06

**Final Filing Date:** 09/29/06

**Contact/Telephone:**  
Carlos Diaz, 916-324-4582

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-420-4588-092

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

Under general direction, the incumbent will perform the more difficult analytical and accounting duties in preparation of various financial reports published by the State Controller's Office including implementation of Governmental Accounting Standards Board (GASB) Statement No. 45 (OPEB – Other Post Employment Benefits). The incumbent will examine, investigate, interpret, and reconcile information from state government sources and other financial professionals.

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

Duties include but are not limited to the following:

- Compile and analyze state agency financial reports and audited financial reports to ensure compliance with GAAP, state laws, state accounting procedures, and incorporate GASB statements.
- Effectively communicate with fiscal and accounting staff in state agencies, state universities, the Department of Finance and the Bureau of State Audits to resolve specific accounting issues, correct errors, and reconcile financial information.
- Download daily transactions to LAN. Work with Systems Management and Data Guidance to run daily cycles for updating the Reporting/GAAP system on a daily basis.
- Perform analysis of legislation and accounting standards to determine the impact on current processes.
- Review draft accounting and reporting pronouncements that impact reporting requirements and provide verbal and written comments.
- Make recommendations to section manager on proposed legislation and accounting related proposals affecting state government accounting and reporting.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Accounting and Reporting

3301 C Street, Suite 500, Room 501

Sacramento, CA 95816

Attn: Sylvia Brown